INFORMATION BULLETIN

JOB TRAINING PARTNERSHIP ACT

EDD Serving the People of California

Employment Development Department

TO: SERVICE DELIVERY AREA ADMINISTRATORS
        PRIVATE INDUSTRY COUNCIL CHAIRPERSONS
        JTPD PROGRAM OPERATORS
        EDD JOB SERVICE OFFICE MANAGERS
        JTPD STAFF

SUBJECT: JOB TRAINING AUTOMATION SYSTEM VERSION 3.15.0 RELEASE

The purpose of this Information Bulletin is to inform you that the Job Training Partnership Division (JTPD) released the Job Training Automation (JTA) Version 3.15.0 on the weekend of December 4, 1998. The JTA system software will be available beginning December 7, 1998. A detailed description of the software changes is attached.

NOTE TO STANDALONE JTA SYSTEM USERS: The release files can be accessed from the Shasta County Private Industry Council's server site on December 9, 1998.

This software release includes modifications and enhancements that are a result of calls to the JTA Help Desk and suggestions from SDA staff for improving the JTA system. This release also includes additional programs for the welfare-to-work module including entry screens, load programs, print screens and associated peripheral programs.

Release 3.14.0 must be installed prior to the installation of this release. Should you have any questions regarding the JTA Release, please call the JTA Help Desk at (916) 653-0202.

/S/ BILL BURKE
     Assistant Deputy Director

Attachment

Note: The new programs will be added to users with the default menu group and access level. The SDA system administrators must add the new programs to all other users' menus using EMGD and EACL for the new programs to be available to them.

Welfare-to-Work (WTW) Module

New Programs:

Log #4445   EWFF – Enter WtW Follow-up Form

This program has been created to allow the user to enter local follow-up information for a participant who is employed. The JTA system is able to store a follow-up record for each placement a client may have during their participation in the program type selected on the enrollment form. Please refer to the WtW Client Forms Handbook and the WtW Users Guide for the JTA System for additional information.

Log #4413   EWTF – Enter WtW Termination Form

This program has been created to enter termination information for participants completing and/or terminating from a program type (e.g., 85 percent formula, 15 percent competitive, etc.). For every enrollment form entered, there must be a termination form entered for the participant. A client may have multiple termination records if they are enrolled in several WtW programs during one registration cycle. For instance, the participant can be enrolled in the WtW 85 percent formula program and the WtW Federal Competitive Grant program during the same registration cycle. Please refer to the WtW Client Forms Handbook and the WtW Users Guide for the JTA System for additional information.

Log #4413   LWTF – Load WtW Termination Form

This program has been created to load data extracted from other systems into the JTA system. Please refer to Information Bulletin, WB98-33 for file layout information and the WtW Users Guide for additional information.

Log #4456   PWAR – Print WtW Client Action Report

This program has been created to print the status of client related actions. This report is very similar to PCAR of the JTPA Module. The report will provide a list of incomplete applications, estimated completion, termination and monthly activity due dates. The PWAR will also display 30, 60, and 180 follow-up due dates as well as 13-week follow-up due dates.

Log #4451   PWPR – Print WtW Participant Summary Report

This program has been created to extract and print the WtW Participant Summary Report. This program will allow the user to create a transfer file to submit to JTPD on a quarterly basis. Please refer to the WtW Client Forms Handbook and the WtW Users Guide for the JTA System for additional information.

Log #4426   PWRL – Print WtW Registration Listing

This program has been created to print a list of applicants in the WtW program. All applications registrants that fall within a specified report beginning and ending dates will be written to the report.

Log #4455   PWSR – Print WtW Status Roster

This program has been created to print a status roster, containing selected items, for all enrolled clients in the WtW program. It is similar to PPSRC of the JTPA module.

Programs Modified:

Log #4521   EWRF – Enter Welfare Registration Form for WtW

Program is modified to remove the cross-field edit between field 21, (within 12-months time limit) and field 20 (months of Temporary Assistance for Needy Families (TANF)). Field 21 will be a self-certified yes/no field.

Log #4521   LWRF – Load Welfare Registration Form for WtW

Program is modified to remove the cross-field edit between field 21, (within 12-months time limit) and field 20 (months of TANF). Field 21 will be a self-certified yes/no field.

Log #4514   EWEF – Enter Welfare Enrollment Form for WtW

The program is modified to display a message to the user if they are deleting an enrollment form and there is a monthly activity or placement record associated with the enrollment. The program will display the following error message "cannot delete, case has activity, services, placement and term data."

Log #4556   EMAF – Enter Monthly Activity Form for WtW

The message "records not deleted due to error(s)," was not allowing the user to delete an activity record unless both the activity and service portions were entered into the system. Program has been changed to allow the user to delete the monthly activity form from the system when only the activity portion is completed.

Log #4544   EWPF – Enter Welfare Follow-up Form for WtW

Program is modified to prompt the user if a follow-up record exists when the user tries to delete a placement record. The new message will read: "cannot delete, the placement is in use by follow-up".

Job Training Partnership Act (JTPA) Module

Programs Modified:

Logs #4407, 4425, 4472, and 4474   EEF – Enter Enrollment Form

If clients are initially enrolled in Title II-B and/or Title II-C and then turn 22 years of age, any subsequent enrollment occurring on or after their 22nd birthday will require that they enroll in an adult grant.

- Modified program to prevent the users from getting sql errors 703 and 507 that displayed the message that the " primary key on table has a field with a null key

value." Also, expanded report period fields for referral and enrollment to a four-digit year.

- Currently, a Title III participant with an "Issued CCE" had up to 104 weeks to enroll. This was incorrect. The EEF was revised to accept Title III participants who have a "Redeemed CCE" instead of an Issued CCE within 104 weeks.

- When updating a "Referral Component", it is no longer necessary to have a current grant control record. Previous to this change, the message "No matching record in grant control table for grant ___. Print (P). Clear (C)", kept the user from updating a referral or enrolling a participant unless the grant control record for that referral had a begin and an end date for a specific grant code and program year.

Log #4419   EEMP – Enter Employer Information

Program is modified to change the method used to search for unused employer numbers to expedite the process of auto generating employer numbers.

Log #4370   EGRNT – Enter Grant Code Descriptions

The program EGRNT is modified to allow the user to enter up to 365 days in the Days Elig Active field for the Title IIB program. This allows Title II-B applicants to enroll up to 365 days after registration.

Log #4421   EPSW – Enter Performance Standards Worksheet

The program is modified to allow the user to copy performance measures from the previous year to the next year.

Log #4485   EPTSS – Post Termination Services

Program is modified to track training as well as services for those SDAs who requested the post termination waiver option. The new services codes are 900 for Basic Skills, 901 for Occupational Skills, 902 for On-the-Job, 903 for Work Experience/Entry Employment Experience, and 904 Other Employment Skills Training. These codes will be loaded to the d_serv_cd table.

Logs #4369 and 4488   ERF – Enter Registration Form

The program is modified to use the application date to determine the number of week's unemployed instead of the eligibility determination date. Once a client has been enrolled, changes to the registration form are limited and those that affect eligibility status will not be permitted.

Logs #4405 and 4487   XIPD – Extract Individual Participant Data

The program is modified to use the next enrollment date as the first training date for non-assessment cases with associated training hours so that records are not initially rejected. Currently, the program does not write the first training date to the second non-assessment enrollment case record if there are associated training hours. The program is modified to allow the user to print the report generated from the XIPD process.

Log #4478   XPPF – Extract Performance Follow-up

The program is modified to allow the user to print the entire report instead of a portion of the report.

Log #4569   QCH – Query Client History

The program is modified to prompt the user if they want the WtW or JTPA client history information when the application number or case number is used as the search option.

Scripts:

Several scripts will be executed to update the release number that can be viewed by using the VER screen, load the d_serv_cd table with JTPD defined codes and add new programs.

Canned Reports:

Log #4450, 4547, and 4548   Monitoring Reports

- ii_rost1.ace and ii_rost2.ace monitoring reports are modified to add a missing join to the select statement.

- iii_rost1.ace is modified so that the report can be generated without timing the user out of the system. This report may take a considerable time to process if you have a large database.

- iii_rost3.ace is modified to change the page length.

Description of reports:

- ii_rost1.ace and iii_rotst1.ace programs will select participants from a specified time period and grant code. These are grant level reports. Because these reports will print the application and case number, the report may not match your PJ10 or PJ10E reports.
- ii_rost2.ace and iii_rost2.ace programs will select participants in a specified time period, grant code and ordered by agency. The report will provide a total number of participants after each group of agencies. These are agency level reports.

Print Options:

These programs create reports named:
    ii_rost1.rpt   iii_rost1.rpt
    ii_rost2.rpt   iii_rost2.rpt

The UNIX print commands must be used to print these reports. Print these reports as compressed landscape. Please use the option –wl when sending the print job to your designated printer.